
Getting Things Done Summary PDF Cheatsheet —

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- ? 1. **Build an “External Brain”:** Relieve stress and mental overload by transferring all your ideas and tasks to a reliable system
- ? 2. **Capture Thoughts:** Make sure nothing important is forgotten by capturing your thoughts and to-dos in one reliable place
- ? 3. **Write Down Next Actions:** In writing, clarify the next action step for each project you have to do
- ? 4. **Calendar and Lists:** Stay organized with a structured schedule and task lists, so you always know what to work on next
- ?? 5. **Create a Projects List:** Keep track of everything in one place with a main Projects list
- ? 6. **Your Someday/Maybe List:** Keep track of things that are not actionable right now with a separate list, so you can be reminded in the future
- ? 7. **Reference System:** Create a general reference system that is organized alphabetically to easily find random items
- ? 8. **Weekly Review:** Review your entire system weekly to maintain clarity and productivity

This is just a sample!

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